

Chevy Chase Village Board of Managers

October 14, 2013

***Note:** These minutes reflect the Board's actions only, and do not include remarks made by members of the Board of Managers, Legal Counsel, Village Staff or others in attendance. An audio recording of this meeting is available on the Village website at www.chevychasevillagemd.gov or by request to the Village office.*

BOARD OF MANAGERS

Patricia S. Baptiste, Chair	Present
Michael L. Denger, Vice Chair	Present
Richard M. Ruda, Secretary	Present
David L. Winstead, Assistant Secretary	Absent
Gary Crockett, Treasurer	Present
Robert C. Goodwin, Jr., Assistant Treasurer	Present
Elissa A. Leonard, Board Member	Present

STAFF

Shana R. Davis-Cook, Village Manager	Present
John M. Fitzgerald, Police Chief	Present
Michael W. Younes, Director of Municipal Operations	Present
Demetri Protos, Finance Director	Present
Ellen Sands, Permitting and Code Enforcement Coordinator	Present
Jacqueline A. Parker, Public Safety Coordinator	Present

COUNSEL

Suellen M. Ferguson, Village Counsel	Present
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Ms. Patricia S. Baptiste, Chair of the Chevy Chase Village Board of Managers, called the meeting to order at 7:34 p.m. Mr. Winstead was absent.

Ms. Baptiste advised that earlier in the evening prior to its regular meeting, the Village Board convened in closed session pursuant to State Government Article Section 10-508 (a) (8) to discuss the performance evaluation and compensation of a specific appointee/employee over whom it has jurisdiction, namely the Chief of Police.

Approval of Minutes from the Board's Regular Meeting held on September 9, 2013

Minutes of the Board's regular meeting held on September 9, 2013 were circulated to the Board prior to the meeting. Mr. Ruda requested the following amendments to the draft minutes:

- Page 8: at the end of line 7 insert a period and delete the remainder of the sentence.

Mr. Denger moved to approve the minutes of the Board of Managers' regular monthly meeting held on September 9, 2013, as amended. Mr. Goodwin seconded the motion. Ms. Baptiste, Mr.

Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Approval of Minutes from the Boards' Executive Session held on September 9, 2013

Minutes of the Board's Executive Session held on September 9, 2013 were circulated to the Board prior to the meeting.

Mr. Denger moved to approve the minutes of the Board of Managers' Executive Session held on September 9, 2013, as drafted. Mr. Goodwin seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard, voted in favor of the motion. The motion passed.

Variance Request

A-6419: Mr. and Mrs. Andrew and Stephanie Verga, 5512 Center Street

Install a lamp post that would encroach twenty three and four tenths (23.4) feet forward of the twenty-five (25) foot front building restriction line.

Mr. Denger moved to direct staff to draft a decision approving the variance request to install a lamp post that would encroach twenty three and four tenths (23.4) feet forward of the twenty-five (25) foot front building restriction line and to waive the applicable variance fees. Ms. Leonard seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Special Permit Request

A-6423: Mr. Timothy Slagle and Ms. Julia Matheson, 5500 Kirkside Drive

Install an external air conditioning unit in the Grove Street front yard of the property.

Mr. Crockett moved to direct staff to draft a decision approving the special permit request to install an external air conditioning unit in the Grove Street front yard of the property. Mr. Denger seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Treasurer's Report

The Treasurer's Report was distributed prior to the meeting. No action was taken by the Board.

Police Report

The Police Report was distributed prior to the meeting. No action was taken by the Board.

Committee Appointments & Reports

Audit Committee

- Presentation of the draft audited financial statements prepared by the independent auditing firm *Lindsey & Associates, LLC*.

Audit Committee member, Louis Morsberger of Cedar Parkway, advised the Board of the committee's work in reviewing the draft audited financial statements for the fiscal year that ended June 30, 2013 as prepared by Lindsey & Associates, LLC. Mr. James Lindsey, Jr., CPA, Managing Partner of Lindsey & Associates, LLC presented the draft audit and reported that the Village had received a clean audit. The final audit will be submitted to the State of Maryland by October 31, 2013. No action was taken by the Board.

Chevy Chase Open Space Committee

Ms. Baptiste stated that at its hearing held on September 19, the Montgomery County Planning Board formally approved the proposed facility plan for the park and the new name that was recommended by the committee and Village Board: "Western Grove Park".

At a subsequent meeting, the Planning Board also recommended approval of construction funding in its FY2015 Capital Improvements Program Budget, which will be submitted to the County Executive. Ms. Baptiste stated that the Village intends to submit a letter of support by November 1 for funding the Park construction to the County Executive for inclusion in his draft budget.

Parks & Greenspaces Committee

Co-Chair of the Parks and Greenspaces Committee, Susan Kilborn, presented the proposed 5year master plan for the Village's parks and greenspaces. Mr. Denger and Ms. Leonard will work with committee co-chairs Susan Kilborn and Judy Elliott, and Director of Municipal Operations Michael Younes to further develop the proposed plan to include additional detail and site plans for the respective parks and greenspaces. The revised plans will be submitted to the Board for its review and approval at a subsequent meeting.

Old Business & Status Reports

None.

New Business

Contract/Agreement Authorization Requests

- United States Postal Service: Post Office Lease Renewal

Mr. Denger moved to authorize the Village Manager to execute a lease agreement on behalf of the Village with the United States Postal Service for use of the north end of the Village Hall. Mr. Crockett seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

- CBRE (Postal Service's real estate broker) Commission Agreement for lease renewal negotiations.

Mr. Denger moved to authorize the Village Manager to execute the Commission Agreement with CBRE for the United States Postal Service lease renewal negotiations and to proceed with payment of the commission fee as stated therein in the amount of \$11,708.55. Mr. Crockett seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Board Approval of a Parking Order

- Designated Parking Spaces for Postal Employees

Mr. Denger moved to approve Executive Order No. 01-2013 to designate two automobile parking spaces on Laurel Parkway across from the Village Hall as reflected in the site plan appended to the Order for use by employees of the United States Postal Service. Mr. Crockett seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Contract/Agreement Authorization Requests

- Newsletter Printing: *Spectrum Printing & Graphics*

Mr. Crockett moved to authorize the Village Manager to exercise the second of two (2) one-year option years to extend the contract between the Village and Spectrum Printing & Graphics for printing of the Village's newsletter. Mr. Ruda seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Board Approval of a Material Utilization Agreement with the State Highway Administration

Mr. Crockett moved to approve staff's recommendation to authorize the Village Manager to execute the Salt Utilization Agreement and Supplemental Letter of Agreement between the Village and SHA. Mr. Ruda seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Board Discussion and Possible Action:

- Proposed Change to the Police Vehicle Fleet Replacement Policy.

Mr. Denger moved to revise the Vehicle Operational Plan so that marked police patrol cars will be replaced when they reach five years of service (as a factor of vehicle wear and tear). Mr. Goodwin seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

- Budget Transfer Request: Transfer \$80,000 from reserves to FY2014 Capital Equipment budget for the purchase of two fully-outfitted marked patrol cars.

Mr. Denger moved to authorize the transfer of \$80,000 from general fund reserves to the "Capital Projects, Equipment" category in the FY2014 budget for the purchase of two fully-

outfitted marked police cruisers. Mr. Goodwin seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

- Purchase Authorization Request: Two patrol cars from Hertrich Fleet Services, Inc. in the amount of \$54,432.

Mr. Denger moved to authorize the Village Manager to purchase two Ford Police Interceptor Utility vehicles from Hertrich Fleet Services, Inc. in the amount of \$54,432 under Montgomery County Contract #1023055. Mr. Goodwin seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Manager's Report

The Manager's Report was circulated prior to the meeting. No action was taken by the Board.

Mr. Goodwin moved to adjourn the meeting. Mr. Denger seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin, and Ms. Leonard voted in favor of the motion. The motion passed. The meeting adjourned at 9:15 p.m.

Secretary, Chevy Chase Village Board of Managers

Final.